

# PRINT SERVICES Requisition

Quote/Job no.

- Stationery/business card requests can be completed online at [www.uws.edu.au/printservices](http://www.uws.edu.au/printservices)
- Design/Desktop Publishing details can be found on the reverse of this form if required

## 1. REQUEST DETAILS

Cost centre  Project number  General ledger

Campus  Entity  Type

Contact name

Phone number  Fax number

Email address  @uws.edu.au

Document title

Course/Form number  Document Number

Existing quote number  Date of request  Date required

Copyright declaration (for new copy only) – please tick (✓)  
The material submitted for printing conforms with Part VB of the Copyright Act 1968 and is for educational purposes only

## 2. PRINTING DETAILS

No. of original pages  (each page **must** be numbered) No. of copies required

Format of originals

<input type="checkbox"/> Electronic <input checked="" type="checkbox"/>	Format	<input type="checkbox"/> Macintosh	<input type="checkbox"/> PC
<input type="checkbox"/> Hard copy	Media		
	Filename		
	Application		

Type of printing and number of sides

Black and white  Colour  Transparency

Double sided (standard)  Single sided

Finished size

A4 (210 x 297mm)  A3 (297 x 420mm)

A5 (148.5 x 210mm)  Other

Type of paper (if applicable)

Standard white paper (80gsm)

Coloured paper (80gsm) – please specify colour

Speciality paper – please specify

Stock name  Weight

Type of cover (if applicable)

Standard paper cover (80gsm)  Colour of cover

Standard board cover (200gsm)

Speciality cover – please specify

Stock name  Weight

Finishing instructions

Do not collate

Collate only – Do not staple

Collate and staple top left

Collate and staple left side portrait 2 staples

Collate and staple left side landscape 2 staples

Drill holes  2  3  5 universal

Tape bind – Black (Note: requires board covers)

Comb bind – Black (Note: requires board covers)

Collate and saddle staple

Glue and pad in pads of

Laminating

Folding – please specify type of fold required

Letter fold  Half fold Other

Special instructions

  
  


## 3. DELIVERY DETAILS

Delivery instructions – attach a separate list if multiple deliveries are required. **Note:** Without correct and complete delivery instructions, delivery of your printing may be delayed.

Attention	<input type="text"/>		
Building	<input type="text"/>	Room number	<input type="text"/>
Campus	<input type="text"/>		

Bookshop deliveries – specify number of books per campus

Bankstown	<input type="text"/>	Hawkesbury	<input type="text"/>
Blacktown	<input type="text"/>	Parramatta	<input type="text"/>
Campbelltown	<input type="text"/>	Penrith	<input type="text"/>

## 4. AUTHORISATION TO INCUR EXPENSE

Signature

Name (please print)

Please return this completed form along with any electronic files or associated documentation to:

Print Services, Building F, UWS Kingswood Campus  
Phone: (02) 4736 0777 • Fax: (02) 4736 0724

